

RESOLUTION NO. 91-53

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE RECLASSIFICATION OF SENIOR ELECTRICAL TECHNICIAN
TO ELECTRIC SYSTEMS SUPERVISOR

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RESOLVED, that the Lodi City Council does hereby approve the reclassification of Senior Electrical Technician to Electric Systems Supervisor, as shown on Exhibit A attached hereto; and

FURTHER RESOLVED, that said classification shall be a mid-management level position; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Systems Supervisor				
A	B	C	D	E
3637.59	3819.46	4010.43	4210.96	4421.50

Dated: March 20, 1991


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I hereby certify that Resolution No. 91-53 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC SYSTEMS SUPERVISOR**EXHIBIT A**DEFINITION:

Under general direction, assigns and supervises the activities of the Electric Systems of the Construction and Maintenance Division of the Electric Utility Department. Provides administrative direction and technical assistance and training to division staff, and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory level position directly responsible for the activities of the Electric Systems. The Electric Systems Supervisor is distinguished from the Electrical Technician and Electrician in that the incumbent must possess a thorough technical and working knowledge of power substations, municipal electric systems, traffic signal systems and building electric facilities, their components, devices and functions including computer and computer-based SCADA, telemetry, test and process control equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Electric Utility Superintendent or designee. Supervises Electrical Technician, Electrician and others as assigned.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates assignments with Public Works and other Departments' supervisors.
- Directs and coordinates the construction, maintenance, troubleshooting and operation of power substations.
- Manages and coordinates the power and control systems of water/wastewater facilities, storm pumping facilities, building electric facilities and traffic signal systems.
- Coordinates and schedules all phases of construction, maintenance and troubleshooting work requested by other City departments on electric systems.
- Performs pre- and post-inspections of electrical construction and maintenance tasks.
- Specifies special materials and equipment needed for all phases of electrical work within the city.
- Reviews and comments on plans and specifications submitted by contractors and consultant engineer.
- Participates in the design of electrical systems for power substations and municipal facilities.
- Develops and maintains preventive maintenance programs and records.
- Directs, trains, and evaluates combustion turbine generator operating personnel.
- Directs, trains, and evaluates technical staff in the maintenance, calibration, troubleshooting and repair of power substation equipment, municipal electric facilities, SCADA systems, process control and instrumentation devices and other computer and electronic-based systems.

ELECTRIC SYSTEMS SUPERVISOR

EXAMPLES OF DUTIES (Continued):

Interacts with customers when solving power quality problems.
Participates in budget preparation.
Implements the Division's policies, procedures, and practices.
Performs related duties as required.

MINIMUM QUALIFICATIONSKnowledge of:

Fundamentals of electrical theory, including solid state circuitry.
Methods, materials, and tools used in construction, maintenance and repair of power substations, transformers, circuit breakers, protective relays and devices, SCADA systems, motor controllers, process control and instrumentation devices, traffic signal systems and solid state and micro-processor systems.
Instrumentation, specialized testing equipment and precision tools.
Electrical codes, laws, and safety rules associated with power substation and other high and medium voltage work.
Principles of supervision, training, and performance evaluation.
Safe work practices and procedures.
Record keeping and reporting procedures.

Ability to:

Plan, organize and supervise the day-to-day activities of the Electric Systems Division.
Work independently.
Supervise, train and evaluate subordinates.
Maintain work and operational records and prepare technical reports.
Participate with various City departments and outside agencies in the planning and design of electric facilities.
Establish and maintain effective working relationships with those contacted in the course of work.
Prepare clear, concise and complete technical documents, reports and correspondence.
Communicate clearly and concisely.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

Attainment of journey level status through apprentice training as an Apprentice Electrician (usually 48 month's experience), and, three (3) years of experience at journey level Electrical Technician or Electrician status which includes the construction, maintenance, troubleshooting and repair of power substations and municipal electric systems, two (2) years of which were in a lead capacity.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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